

# CityofBerkeley

## PHAPlans

5YearPlanforFiscalYears2000 -2004

DraftAnnualPlanforFiscalYear2003/2004

**NOTE:THISPHAPLANSTEMP LATE(HUD50075)ISTOBECOMPLETEDINACCORDANCEWITHINSTRUCTIONS  
LOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** City of Berkeley Housing Authority

**PHANumber:** CA058

**PHA Fiscal Year Beginning :** 07/2003

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

**The PHA Plans (including attachments) are available for public inspection at: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

**PHA Plan Supporting Documents are available for inspection at: (select all that apply)**

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHAF ISCARLS 2000 -2004**  
 [24CFRPart903.5]

**A.Mission**

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The mission of the Berkeley Housing Authority is to assist low and moderate -income residents to secure and maintain high quality, affordable housing and to promote civic involvement and economic self -sufficiency for low -income persons.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
 Objectives:
- ☒ Apply for additional rental vouchers: 100
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities: \$1,500,000
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
 Objectives:
- ☒ Improve public housing management: (PHAS score)
  - ☒ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices  
 Objectives:
- ☐ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords

- ☒ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site -based waiting lists:
- ☒ Convert public housing to vouchers:
- ☐ Other: (list below)

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
  - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☒ Other: (list below)

*Implement Broad Range of Income, work with TANF and other to provide job training and opportunities for economic self-sufficiency, continue with modernization in public housing to improve quality of life.*

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☒ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

## **Other PHA Goals and Objectives:**

*In addition, the Housing Authority has developed the following Strategic Goals:*

- 1. Streamline operations to keep up with needs*
  - a. Review operations to keep up with needs*
  - b. Review hardware and software computer systems to keep up with program requirements and regulation changes*
  - c. Implement regulatory changes as they become effective*
- 2. Maximize affordable housing opportunities*
  - a. Develop self-sufficiency opportunities for participants*
  - b. Process incremental and special Voucher allocations*
  - c. Review Voucher payment standards and assess need for increases to ensure access to units*
  - d. Develop resident groups for strong neighborhoods*
- 3. Ensure Program Integrity*
- 4. Improve and maintain internal and external education in order to fulfill the Agency's mission*
  - a. Continue to work with agencies to provide services*
  - b. Seek to strengthen links between BHA and the County of Alameda*
  - c. Look at opportunities to increase participation between agencies for self-sufficiency activities, including child care and youth activities*

# AnnualPHAPlan PHAFiscalYear2003

[24CFRPart903.7]

## **i. AnnualPlanType:**

☒ **StandardPlan**

### **StreamlinedPlan:**

- ☐ **HighPerformingPHA**  
☐ **SmallAgency(<250PublicHousingUnits)**  
☐ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

## **ii. ExecutiveSummaryoftheAnnualPHAPlan** *–Notrequiredperinstructions*

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesanddiscretionarypolicies thePHA hasincludedintheAnnualPlan.

## **iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan, includingattachments,andalistofsupporting documentsavailableforpublicinspection.

### **TableofContents**

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☒ FY2002 Capital Fund Program Annual State ment (Att.A)
- ☐ Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)
- ☐ PHA Management Organizational Chart  
*Description in PHA Plantext*
- X Progress on Goals (Att.B)
- X Resident Advisory Board membership (Att.C)
- X PHA Corrective Action Plan (Att.D)

### Optional Attachments:

- ☐ FY2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plantext)
- ☒ Other  
Comments of Individual RAB Members (Att.E)  
PHA Response to Individual RAB Members' Comments (Att.F)  
Submitted Written Comment from the Public (Att.G)  
PHA Response to Public Comments (Att.H)  
Project-based Section 8 Vouchers (Att.I)

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI revitalization plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership	Annual Plan:



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	programs/plans	Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income ≤ 30% of AMI	7,529	5	5	3	N/A	4	4
Income > 30% but ≤ 50% of AMI	4,233	5	5	3	N/A	3	4
Income > 50% but < 80% of AMI	3,380	5	5	3	N/A	3	4
Elderly	5,422	4	4	3	N/A	3	N/A
Families with Disabilities	6,081	5	N/A	N/A	N/A	N/A	N/A
White	44,047	5	N/A	N/A	N/A	N/A	N/A
Asian/Pac Islander	3,801	5	N/A	N/A	N/A	N/A	N/A
Hispanic	5,420	5	N/A	N/A	N/A	N/A	N/A
Black	18,591	5	N/A	N/A	N/A	N/A	N/A

The above ethnicity figures are for all households because housing need of families by ethnicity are not available. According to Berkeley's 2000 Consolidated Plan the number of households within income that is 50% or less than Area Median Income as follows: White: 25%; Black: 49%; Asians: 48%; Hispanic: 45%. Some of these may be paying affordable rents but may live in units with housing problems. Given the median rental housing prices in Berkeley, most would be paying a rent that is not affordable. In the coming year, we expect to analyze the 2000 Census data to obtain more precise figures.

What source of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s – *City of Berkeley*  
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Need of Families on the Public Housing and Section 8 Tenant -Based Assistance Waiting Lists

State the housing need of the families on the PHA's waiting list/s. Complete one table for each type of PHA -wide waiting list administered by the PHA. PHA may provide separate tables for site -based or sub -jurisdictional public housing waiting lists at their option.

Housing Need of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	6837		
Extremely low income <= 30% AMI	4593	67%	
Very low income (> 30% but <= 50% AMI)	726	11%	
Low income (> 50% but < 80% AMI)	1518	22%	
Families with children			

Elderly families			
Families with Disabilities	1590	23%	
Race/ethnicity American Indian	55	1%	
Race/ethnicity Asian	258	4%	
Race/ethnicity Black	3492	51%	
Race/ethnicity Hispanic	179	3%	
Race/ethnicity White	3032	44%	
Race/ethnicity Jewish	0	0	
Race/ethnicity Other	0	0	
Race/ethnicity No response			
Characteristics by Bedroom Size (Public Housing Only)	NOT APPLICABLE		
1BR			
2BR			
3BR			
4BR			
5B R			
5+BR			
Is the waiting list closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed? 16 months Does the PHA expect to open the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

## HousingNeedsofFamiliesontheWaitingList

Waitinglisttype:(selectone)

☐ Section 8tenant -basedassistance

☒ PublicHousing

☐ CombinedSection8andPublicHousing

☐ PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)

Ifused,identifywhichdevelopme nt/subjurisdiction:

	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	1415		
Extremelylow income<=30%AMI	1234	87%	
Verylowincome (>30%but<=50% AMI)	172	12%	
Lowincome (>50%but<80% AMI)	9	1%	
Familieswith children	1393	98%	
Elderlyfamilies	57	4%	
Familieswith Disabilities	265	19%	
Race/ethnicity AmericanIndian			
Race/ethnicity Asian			
Race/ethnicity Black			
Race/ethnicity Hispanic			
Race/ethnicity White			
Race/ethnicity Jewish			
Race/ethnicity Other			
Race/ethnicity Noreponse	1415		
Characteristicsby BedroomSize(Public HousingOnly)			
1BR	NotApplicable		

### Housing Needs of Families on the Waiting List

2BR	Not Applicable		
3BR	1357	96%	
4BR	58	4%	
5BR	Not Applicable		
5+BR	Not Applicable		

Is the waiting list closed? ☐ No ☒ Yes

If yes:

How long has it been closed? 42 months

Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list. **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)  
*Pursue Section 8 project based*

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or section 8 tenant -based assistance.

- ☒ Other:
- Pursue a program of "Shared housing" for Section 8 tenants.*
  - Pursue Section 8 project basing.*
  - Purse Section 8 Homeownership program.*

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special -purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

## Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

## Other Housing Needs & Strategies: (list needs and strategies below)

### (2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing need is met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. <b>Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$129,349	
b) Public Housing Capital Fund	\$288,116	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$17,433,898	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	\$56,564	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
RHCP annuity	\$36,716	RHCP operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$231,360	PH operations
(Note: includes RHCP rent)		
<b>4. Other income (list below)</b>		
Interest	\$1,350	
	\$	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$18,177,353	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit:
- ☒ When families are within a certain time of being offered a unit: *3 months*
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)



- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

## **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other: *PHA local office*

c. If the PHA plan to operate one or more site -based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site -based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)? If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site -based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

## **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### (4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☒ Emergencies  
☐ Overhoused  
☐ Underhoused  
☐ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability  
☒ Veterans and veterans' families  
☒ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☒ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☒ Other preference(s) (list below)  
*Person in family disabled*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 4 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability  
 4 Veterans and veterans' families  
 3 Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 2 Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 4 Other preference(s):  
*Person in family disabled*

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☒ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal  
☒ Anytime family composition changes  
☒ At family request for revision  
☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug -related activity only to the extent required by law or regulation  
☐ Criminal and drug -related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug -related activity (list factors below)  
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from state law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

e. Indicate what kind of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug -related activity  
☐ Other (describe below)

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☐ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☒ Federal project -based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit? If yes, state circumstances below:

*When a household is actively seeking housing or to accommodate a disabled household.*

## **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant -based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition – *also see EPP definition below* )
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness (*see EPP definition below*)
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s):

*Families where at least one family member is disabled*

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- 3 Involuntary Displacement
- 3 Victims of domestic violence
- Substandard housing
- 3 Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

*Emergency Prioritization Program (immediate risk of homelessness, displaced from public housing by BHA.)*

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☒ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special -purpose section 8 program administered by the PHA contained?

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- ☒ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95<sup>th</sup> percentile rents

☐ 75 percent of operating costs

☐ 100 percent of operating costs for general occupancy (family) developments

☐ Operating costs plus debt service

- ☐ The “rental value” of the unit  
☐ Other (list below)

e. Rentre -determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☒ Anytime the family experiences an income increase  
☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_  
☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing  
☐ Survey of rents listed in local newspaper  
☒ Survey of similar unassisted units in the neighborhood  
☐ Other (list/describe below)

## **B. Section 8 Tenant -Based Assistance**

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA’s payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☒ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard  
☐ Reflects market or submarket  
☐ Other (list below)

c. If the payment standard is higher than FMR , why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA’s segment of the FMR area  
☐ Reflects market or submarket



- ☒ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☐ Rent burden of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.  
☒ A brief description of the management structure and organization of the PHA follows:

*The City of Berkeley follows a City Manager form of government. An elected nine-member City Council, along with two resident/participant commissioners, sits as the Housing Authority Board of Commissioners. The City Manager oversees all City operations, including the Housing Authority Executive Director who manages all housing authority programs. Within his department, Section 8 and Public Housing managers, respectively, directly supervise the staff in those programs.*

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	61	
Section 8 Vouchers	1,279	
Section 8 Certificates		
Section 8 Mod Rehab	98	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
Shelter+Care	136	

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Public Housing Admissions and Continued Occupancy Policy (rev. 2002)

Preventative Maintenance Plan and Resident Handbook

(2) Section 8 Management: (list below)

Section 8 Administrative Plan (rev. 2002)

## 6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☒ PHA main administrative office

- ☐ PHA development management offices  
☐ Other (list below)

## B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicantstot he Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

## A. Capital Fund Activities

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### (1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment A

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

### (2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☐ Yes ☒ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub component 7B)

b. If yes to question a, select one:

- ☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert there)

## B.HOPEVIandPublicHousingDevelopmentandReplacementActivities(Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

### **8. Demolition and Disposition**

[24 CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/DispositionActivityDescription
1a.Developmentname:
1b.Development(project)number:
2.Activitytype: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3.Applicationstatus(selectone) Approved <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication <input type="checkbox"/>
4.Dateapplicationapproved,submitted,or plannedforsubmission: (DD/MM/YY)
5.Numberofunitsaffected:
6.Coverageofaction(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment
7.Timelineforactivity: a.Actualorprojectedstartdateofactivity: b.Projectedenddateofactivity:

## **9. DesignationofPublicHousingforOccupancybyElderlyFamiliesorFamilieswith DisabilitiesorElderlyFamiliesandFamilieswithDisabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHA completing streamlined submission may skip to component 10.)

2. Activity Description  
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a.Developmentname:
1b.Development(project)number:
2.Designationtype: Occupancybyonlytheelderly <input type="checkbox"/> Occupancybyfamilieswithdisabilities <input type="checkbox"/> Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/>
3.Applicationstatus(selectone) Approved;includedinthePHA'sDesignationPlan <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

*Initial assessment indicated that conversion to tenant -based assistance may be appropriate for Public Housing Developments. A final decision will be made upon further analysis.*

### **A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

## B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

## C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

### 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.79(k)]

#### A. Public Housing

Exemptions from Component 11 A: Section 8 only PHAs are not required to complete 11 A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11 B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11 B.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPEI
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants (select one)

- ☒ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## 12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub-component C.

### A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?  
07/01/1999

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)



- ☐ Client referrals  
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

## B. Services and programs offered to residents and participants

### (1) General

#### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies  
☒ Public housing admissions policies  
☐ Section 8 admissions policies  
☒ Preference in admission to section 8 for certain public housing families  
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
☐ Preference/eligibility for public housing homeownership option participation  
☒ Preference/eligibility for section 8 homeownership option participation  
☐ Other policies (list below)

#### b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)

### (2) Family Self Sufficiency program/s

#### a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)
Public Housing		
Section 8	64	70 (as of 12/31/02)

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

*Currently suspended per HUD instructions.*

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
  - ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
  - ☐ Residents fearful for their safety and/or the safety of their children
  - ☐ Observed lower -level crime, vandalism and/or graffiti
  - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
  - ☐ Other (describe below)
2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).
- ☐ Safety and security survey of residents
  - ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti

- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- ☐ Other (describe below)

*Information from Coordinating City Services*

3. Which developments are most affected? (list below)

## **B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime -and/or drug -prevention activities
- ☐ Crime Prevention through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

## **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above -baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHD

EP funds.

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?

*To be submitted separately if and when required*

☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

*Adopted May 21, 2002*

#### **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certification of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24CFR Part 903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.)
2. ☐ Yes ☒ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17 : Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable  
☒ Private management  
☐ Development-based accounting  
☐ Comprehensive stock assessment  
☒ Other: (list below)

The City has applied for a Section 108 loan guarantee pursuant to CDBG requirements. It is anticipated that a portion of those proceeds will be granted to the Housing Authority for the renovation of the Public Housing units. In return, the Housing Authority intends to collateralize and provide for the repayment of all or a portion of the loan proceeds with approximately one-half of the annual Capital Fund allocation. The specific details of the arrangements for the Section 108 loan with the City will be contained in the 108 loan application and subsequent agreement between the City and the Housing Authority.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached as Attachment \_\_\_\_\_

☒ Provided below:

The Section 8 RAB membership unanimously supports the development of a downpayment assistance program in conjunction with the Section 8 Homeownership Program, particularly when needed to allow participation by extremely low-income families.

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☒ Other: (list below)

*The PHA included procedures in the newly adopted Section 8 Administrative Plan's Homeownership Program to provide for the use of downpayment assistance when available and necessary to assist towards purchases.*

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### **3. Description of Resident Election Process**

- a. Nomination of candidates for placement on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *County of Alameda*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- a) *Operating a Family Self-Sufficiency Program*
- b) *Working with the City to preserve at-risk affordable housing where possible*
- c) *Working with organizations to further resident groups*

### D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

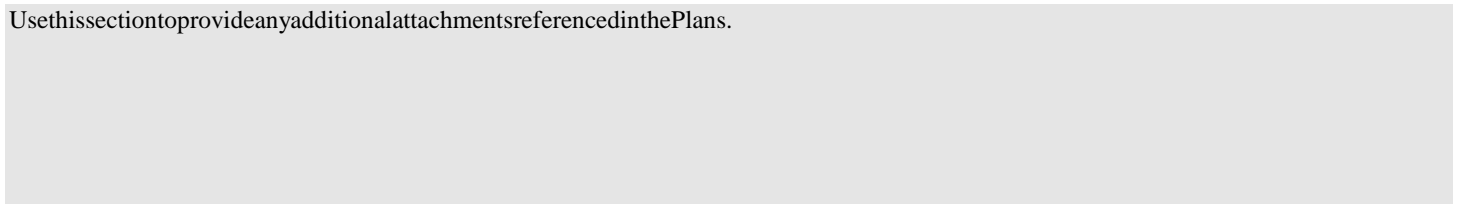
The Berkeley Housing Authority's definitions for "substantial deviation" and "significant amendment or modification" are as follows:

*Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.*



## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.



<b>I Statement/Performance and Evaluation Report – ATTACHMENT A</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) P</b>						<b>art 1: Summary</b>	
<b>BERKELEY HOUSING AUTHORITY</b>			<b>Grant Type and Number</b> Capital Fund Program: CA39P05850102 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2002 - 2003	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>							
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>							
<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>							
<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>							
<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>							
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost			
		Original	Revised	Obligated	Expended		
1	Total Non - CFP Funds						
2	1406 Operations*						
3	1408 Management Improvements						
4	1410 Administration						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment — Nonexpendable						
12	1470 Non dwelling Structures						
13	1475 Non dwelling Equipment						
14	1485 Demolition						
15	1490 Replacement Reserve						
16	1492 Moving to Work Demonstration						
17	1495.1 Relocation Costs						
18	1498 Mod Used for Development						
19	1502 Contingency/Loan Collateralization**						
20	Amount of Annual Grant: (sum of lines 2 - 19)						
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Compliance						
23	Amount of line 20 Related to Security						
24	Amount of line 20 Related to Energy Conservation Measures						

\*As is permitted under the regulations for a small PHA, BHA transfers Capital Fund amounts to our operating budget and thus is not required to submit the Capital Fund Annual Statement and 5 - Year Action Plan

\*\*Loan Collateralization refers to Section 108 Loan guarantee, see Section 17 PHA Asset Management page 36 -37.



## ATTACHMENT B

### Progress on Agency Plan Goals

PHA Goal: Improve the quality of assisted housing

- 1) Increase customer satisfaction:
  - Distributed material outlining agency protocol with respect to customer services.
  - Conducted team building sessions with staff in an effort to improve public relations.
  - Convened meetings with property owner associations to obtain input from landlord perspective.
- 2) Renovate or modernize public housing units
  - Continuing the major rehab of 75 units of BHA -owned property (61 LIPI and 14 State funded units), based on inspection findings.
  - Section 108 loan (\$1,400,000) approved by HUD. In the process of finalizing documents.

PHA Goal: Increase assisted housing choices

- 1) Conduct outreach effort to potential voucher landlords
  - Convened meetings with property owner associations to improve relations between BHA and landlords.
  - Prepared and distributed informational material regarding calculating rent, performing rent reasonableness, inspection process.
  - Special outreach to prospective tenants by Housing Rights Inc.
- 2) Increase voucher payment standards
  - Agency request to HUD to increase payment standards approved. New payment standard adopted as of December 1, 2002.

PHA Goal: Streamline operations to improve customer service

- 1) Review operations to keep up with needs:
  - Worked with Union on reorganization.
  - Implementing reorganization change concept
- 2) Review hardware and software computer system to keep up with program requirements and regulation change
  - Obtained the commitment of Information Technology staff to provide on-going technical assistance and troubleshooting and in the process of obtaining new hardware.
- 3) Implement regulatory changes as they become effective.
  - Staff has been assigned to monitor regulations issued by HUD in order to adjust to regulatory changes as they occur.

PHA Goal: Maximize affordable housing opportunities

- 1) Develop self-sufficiency opportunities for participants.
  - Established Public Housing Resident Councils to improve participant input into BHA operations
  - Approved and implementing a Section 8 Shared Housing and Homeownership Programs.
  - Adopted Family Self-Sufficiency and Cal Works Plan that detail assistance available
- 2) Review Voucher payment standards and assess need for increases to ensure access to units
  - Agency submitted request to HUD for increase in payment standard that was approved in Nov 2002.
- 3) Develop resident groups for strong neighborhoods
  - Established Public Housing Resident Councils.
  - Subsequently established Section 8 and Public Housing Resident Advisory Boards.

PHA Goal: Ensure Program Integrity

- Instituted Quality control of recertifications and inspections
- Issued work protocol to ensure consistent application of federal regulations and local policies
- Hired a Senior Housing Assistant Supervisor in November 2001, to oversee operations and eligibility units.

PHA Goal: Improve and maintain internal and external education in order to fulfill the Agency's mission

- 1) Continue to work with agencies to provide services
  - Housing Rights, Inc./AHAP to provide workshops for voucher holders.
- 2) Seek to strengthen links between BHA and the county
  - BHA to participate in Consolidated Plan process

- 3) Lookatopportunitiestoincreaseparticipationbetweenagenciesforself andyouthactivities -sufficiencyactivities,includingchildcare
- AdoptedFamilyS elf-SufficiencyandCalWorksPlansthatdetailassistanceavailable

**ATTACHMENT C**  
**Membership of the Resident Advisory Board**

The following persons were appointed to the RAB by the BHA Board of Commissioners:

Public Housing RAB Membership

1. Felicia Wyrick
2. Rose Flippin
3. Keith Carlisle
4. Sheila Akins
5. Mary Lightfoot

Section 8 RAB Membership

1. Regina Bess
2. Gary Brown
3. Earnest Darden
4. Carroll Huff
5. Edward Joseph
6. Alicia Nelson (alternate)



**ATTACHMENT D**  
**PublicHousingResidentSatisfactionSurvey**  
**CorrectiveActionPlan**

<b>Survey Section</b>	<b>*Score</b>	<b>Goal</b>	<b>Task</b>	<b>Milestones</b>	<b>Dates</b>	<b>ResponsiblePerson</b>
<i>Maintenanceand Repair</i>	0	1)Increase responserate.  2)Increase customer satisfaction	Task1:a)PutsurveyonResidentCouncil agendaandstressimportanceofresponding. b)Mailflyertoeachresident. c)Follow -upwithindividualcontact  Task2:a)ResidentCouncilagendadiscuss satisfactionin5areas. b)Inviteallresidentstogeneral meetingtodiscuss5areas. c)Follow -upwithcommentform. d)Randomfollow -upforcomments afterse rvice.		Target:5/12/03 6/10/03 Actual:   Target:5/12/03 6/10/03 Actual:	SharonJackson AngelliqueDeCoud
<i>Communication</i>	0	1)Increase responserate.  2)Increase customer satisfaction	Task1:a)PutsurveyonResi dentCouncil agendaandstressimportanceofresponding. b)Mailflyertoeachresident. c)Follow -upwithindividualcontact  Task2:a)ResidentCouncilagendadiscuss satisfactionin5areas. b)Inviteallresi dentstogeneral meetingtodiscuss5areas. c)Follow -upwithcommentform. d)Randomfollow -upforcomments afterservice.		Target:5/12/03 6/10/03 Actual:   Target:5/12/03 6/10/03 Actual:	SharonJackson AngelliqueDeC oud

**\*Only3surveysreturned.As aresult,BHAreceived a score of zero for each survey question.**

<b>Survey Section</b>	<b>*Score</b>	<b>Goal</b>	<b>Task</b>	<b>Milestones</b>	<b>Dates</b>	<b>Responsible Person</b>
<i>Safety</i>	<i>0</i>	<i>1) Increase responder rate.</i>  <i>2) Increase customer satisfaction</i>	<i>Task1: a) Put survey on Resident Council agenda and stress importance of responding.</i> <i>b) Mail/flyertoeachresident.</i> <i>c) Follow -upwithindividualcontact</i>  <i>Task2: a) Resident Council agenda discuss satisfaction in 5 areas.</i> <i>b) Invite all residents to general meeting to discuss 5 areas.</i> <i>c) Follow -upwithcommentform.</i> <i>d) Random follow -upfor comments afterservice.</i>		Target: 5/12/03 6/10/03 Actual:     Target: 5/12/03 6/10/03 Actual:	<i>Sharon Jackson</i> <i>Angellique DeCoud</i>
<i>Services</i>	<i>0</i>	<i>1) Increase responder rate.</i>  <i>2) Increase customer satisfaction</i>	<i>Task1: a) Put survey on Resident Council agenda and stress importance of responding.</i> <i>b) Mail/flyertoeachresident.</i> <i>c) Follow-upwithindividualcontact</i>  <i>Task2: a) Resident Council agenda discuss satisfaction in 5 areas.</i> <i>b) Invite all residents to general meeting to discuss 5 areas.</i> <i>c) Follow -upwithcommentform.</i> <i>d) Random follow -upfor comments afterservice.</i>		Target: 5/12/03 6/10/03 Actual:     Target: 5/12/03 6/10/03 Actual:	<i>Sharon Jackson</i> <i>Angellique DeCoud</i>

**\*Only 3 surveys returned. As a result, BHA received a score of zero for each survey question.**

<b>Survey Section</b>	<b>*Score</b>	<b>Goal</b>	<b>Task</b>	<b>Milestones</b>	<b>Dates</b>	<b>Responsible Person</b>
<i>Neighborhood Appearance</i>	<i>0</i>	<i>1) Increase responserate.</i>  <i>2) Increase customer satisfaction</i>	<i>Task1: a) Put survey on Resident Council agenda and stress importance of responding.</i> <i>b) Mail fly erto each resident.</i> <i>c) Follow -up with individual contact</i>  <i>Task2: a) Resident Council agenda discuss satisfaction in 5 areas.</i> <i>b) Invite all residents to general meeting to discuss 5 areas.</i> <i>c) Follow -up with comment form.</i> <i>d) Ran dom follow -up for comments after service.</i>		<i>Target: 6/10/03</i> <i>Actual:</i>  <i>Target: 6/15/03</i> <i>Actual:</i>  <i>Target: 6/10/03</i> <i>Actual:</i>	<i>Sharon Jackson</i> <i>Angellique DeCoud</i>

**\*Only 3 surveys returned. As a result, BHA received a score of zero for each survey question.**

## ATTACHMENT E

### Submitted Written Comments from Individual Members of the Resident Advisory Board

#### Alicia Nelson

“I don’t feel that a person needs to be extremely of one sound mind or to an excessive degree incapacitated to keep from being downsized to a smaller unit. For example, a person being profoundly physically disabled, having to have equipment in one of the two bedrooms or having to have a caretaker staying with them in order to maintain a two-bedroom dwelling.

For example: A lot of people on Section 8 Housing are on mental as well as physical disabilities and their state of mind is not good. If they have been in their unit for many many years, for example fifteen, twenty years, etc... raised their children, gotten older, approaching senior or seniors, the unit has become their home. To tell them they have to move can be a devastating thing to a person's mental health - mental state of mind especially if they already have mental problems.

If it is known to be valid (proven) the person is disabled they should be allowed to stay in their dwelling.

I am not talking about taking for example 1 or 2 persons in a tremendous amount of rooms, of course that would not be fair to other people who are in need.

This issue of downsizing was brought up 2 years ago in the HUD Agency Plan by one of the RAB Section 8 Members. I feel it should be brought up again and considered doing something about this rule.”



## **ATTACHMENT F**

### **PHA Response to Individual RAB Members' Comments**

The BHA follows the Section 8 regulations at 24 CFR 982.402 and its own Administrative Plan policy in determining the number needed for families of different size and composition. Particularly, the BHA allows an additional bedroom for a live-in aide or if required as a reasonable accommodation.

## ATTACHMENT G

### Submitted Written Comments from the Public

#### Residents' Awareness in Action, Inc./PHA Resident Advisory Board

"It is with regret we come to you regarding the Berkeley Housing Authority. We will not approve the PHA Plan because BHA wants to stay ignorant of this plan "as is" without recognizing or incorporating our suggestions. We've been seeking to work with BHA for years. Some of us rush from our jobs to attend planned monthly meetings with BHA, however, they tell us nothing and feed us untruthful documents and statements and give you and HUD something entirely different. (Please see documentation given to you with documents given to you)

We've requested to be trained for self-management and to attend seminars, conferences, and workshops. We've specifically asked to attend this year's U.C. Berkeley's workshop. BHA procrastinated, and did not meet the deadline to sign us up. During the Housing California 2003 in Sacramento - we were not encouraged to attend - BHA knew of this meeting.

We are now faced with shifting BHA management to a company (AHA) that has proven to be less than desirable. This is the company that renovated Ward Street, after BHA PAID THEM IN FULL! This is the only company that supposedly responded to the bid?! Many of the repairs had to be "RE-REPAIRED" costing and giving Berkeley a double whammy!

We have requested help with securing an office, however, BHA continues (for years) to have vacant units - using a Francisco Street unit for their storage facility. We personally know of people on the waiting list that qualify for the handicapped units.

During our monthly meetings with BHA, we have discussed accountability of maintenance (with no resolution). Why have we received screening procedures and have not been called upon to help out (Sharon Jackson stated they have already selected tenants for occupancy) So how come the units are still vacant? Why don't we (PH) have a grievance procedure; revision of ACOP and Public Housing Handbook? A mandatory public housing resident meeting, etc.?

We have done a survey among the PH residents and have gotten an overwhelming response - BHA - was aware of this. Why weren't the 18 responses added to the PHA Plan? (See attached)

We have worked hard and have again become a non-profit with a 501c.3 status. We are requesting the BHA Board to authorize BHA to give us the tools to work with as required by HUD.

## **ATTACHMENTH**

### **PHAResponsetoPublicComments**

MostofthecommentsreceiveddidnotaddresstheAgencyPlanbutratherstatedconcernswiththerelationshipbetweentheBHAandthePublicHousingResidentCouncil.PHASTAFFWILLCONTINUEtoworkwiththeResidentCounciltoresolvetheseissues.

## **ATTACHMENT I**

### **Project-based Section 8 Vouchers**

The Berkeley Housing Authority has no current plan to advertise for project-based units during the year of the Annual Plan.